



MINUTES

Wednesday, January 11, 2006

8:30 a.m. – 9:30 a.m.

Missouri Department of Transportation, Creek Trail Drive

The January 11, 2006 meeting was called to order at 8:30 a.m. by Co-Chair Les Balty.

Agenda Items

HR Interdepartmental Team Work – Les Balty, DOLIR

Les discussed the committee that was established at the last meeting to pursue a recommendation from Dan Ross for developing a process for keeping employee directory information updated as employees change positions, work locations, agencies, or departments in State government. Guy Krause had been the only volunteer for the committee. The discussion then turned to Les's assertion that this committee could be used to make these employee transitions between departments more seamless and consistent. Some suggestions that came of this included consolidating training records in SAM II, working with STAC to develop a statewide consolidated training calendar, and making the background check process more efficient by simply updating information on current employees and perhaps sending requests and receiving results electronically rather than the current paper and floppy disk distribution. Cherie Swales (DESE), Steve Allison (MDA) and Penny Schrock (DSS) volunteered to join Guy and Les on the committee. Les will send each committee member an email to schedule the first meeting.

SAM II Update – Gary Fogelbach, OA

Gary stated that the new desktop was installed. Also, he mentioned the generation of the W2 forms had begun but there were some problems with employees who do not have an address on file in SAM II. The Snap Employee Data Warehouse Error Report generates the names of employees that have no address in the system. Gary related that Vandee sent out a draft procedure regarding payroll deductions from employees with debts owed the State. She would like everyone's input on this report. (NOTE: Micki forwarded the report to the SHRMC group on January 11, 2006.)

OA Update – Gary Fogelbach, OA

Gary spoke about the Governor's recommendation on the Pay Plan for a 4 percent increase. The Governor is also recommending the repositioning of certain job classifications. Gary related that the request from OA to State agencies regarding information on their shared leave was initiated due to a request from the Governor's office. Regarding the Annual Leave Sweep, MoDOT had two proposals for the PAB. One was moving the Annual Leave Sweep to December 31 and the other was to let each agency determine what date they wanted the sweep to happen. The PAB

denied both proposals. Gary related some of the legislative issues, are the pay raise based on Consumer Price Index, another state holiday (February 4 – Rosie Parks Day), retirement, background checks, and collective bargaining. The article in the January 2006 Statesman regarding 1,000 hour employees, was also mentioned.

Next SHRMC Meeting: February 8, 2006, 8:30 a.m.

Location: MoDOT, 1320 Creek Trail Drive, Conference Room I-70

Meeting adjourned.